Jazz
Update
Sheet

Update

Jazz™

Lotus®

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Jazz Update Sheet

Using Jazz with a Hard Disk or Non-US System Disk

If you start Jazz using any Macintosh System Disk other than the Jazz Start-Up Disk, such as a hard disk or a non-US system disk, you must first perform the following procedures:

- Run the Jazz System Update application.

  If you don't use the Jazz System Update application, Jazz may not list the correct documents when you choose Open... from the File menu and click a Jazz application icon. You will also be unable to use Jazz Communications.

  To run the Jazz System Update application, follow these steps:

  1. Open the Jazz Start-Up Disk by double-clicking its icon.
  2. Copy the application called Jazz System Update from the Jazz Start-Up Disk to the disk you are using to start Jazz.
  3. Double-click the Jazz System Update icon.

     A message asks you to confirm that you want to update the System files.
  4. Click OK.

     A message informs you that the System files are being updated. After a few minutes, another message tells you that the files have been successfully updated. You then automatically return to the Finder and desktop.
  5. Delete the Jazz System Update application from the disk you are using to start Jazz by dragging its icon to the Trash.

- Copy the Convert file from the Jazz Start-Up Disk to the disk you are using to start Jazz.

  The Convert file lets you convert files from other programs, such as 1-2-3 or Symphony, to Jazz worksheets. If you don't need to convert files, you don't have to copy the Convert file to your start-up disk. This leaves more space on the disk for document storage.

Using the Jazz Primer Disk with a Non-US Macintosh

If you want to use the sample documents on the Jazz Primer Disk to follow the lessons in the *Jazz Primer*, and you are using a non-US Macintosh, you must first update your local system disk as explained above. Then delete the US system folder from the Primer Disk, and copy the system folder from the local system disk onto the Jazz Primer Disk. (Be sure to first make a back-up copy of the Primer Disk.)

Please note these corrections and additions to the *Jazz Primer* and the *Jazz Handbook*.

Jazz Primer

Chapter 1: Introduction

Starting Jazz (pages 5-6)

In the last step on page 5, when you choose Open.. from the File menu, Jazz lists the documents on the Jazz Primer Disk as shown on page 6. Skip the first step on page 6 that tells you to click Drive to see this dialog box.

If you click Drive by mistake, Jazz shows the dialog box for the Jazz Program Disk. Click Drive again to see the documents on the Jazz Primer Disk.

Chapter 2: Worksheet

Lesson 1: Entering Text and Numbers (page 19)

The third line on page 19 should begin "In column D" instead of "In column C".

Lesson 2: Working with Formulas (pages 31-32)

In the next to last step on page 31 and the first step on page 32, do not type the period after the parenthesis as part of the step.

Chapter 5: Database

Lesson 8: Creating and Using Forms (page 95)

In the first step, when you move the notation box, and in the third step, when you expand the notation box, position the pointer so that it appears as a cross before you begin to drag. You cannot move or expand a notation box unless the pointer is in this shape.

Chapter 6: Communications

Lesson 10: Calling an Information Service (pages 112-113)

Do not choose new settings for Data Bits, Stop Bits, and Parity. Jazz automatically sets Data Bits at 7, Stop Bits at 1, and Parity at Even. Skip the steps that tell you to make new choices for these settings.

Jazz Handbook

Chapter 1: Standard Tasks

Starting a Session

Copying the Jazz Start-Up Disk (page 6)

If you want more space on your start-up disks for storing documents, you can remove the Convert file from the disks. The Convert file lets you convert files from other programs to Jazz worksheets.

Make copies of the Jazz Start-Up Disk before you remove Convert to use when you want to convert files. Then double-click the Jazz Start-Up Disk icon and remove Convert by dragging the icon to the Trash. Make copies of the Start-Up Disk after you remove Convert, and use them when you don't need to convert files and want more space for storing documents.

Moving or Copying between Documents

Moving or copying to a worksheet or database (page 21)

The second paragraph on the page should read:

When you paste data in a database from another type of document, the way Jazz pastes the data depends on the area you select in the database. If you select cells or fields, Jazz pastes the data over the existing data. If you select records, Jazz inserts new records and pastes the data in them.

Converting a File from Another Program (page 22)

When you convert a file, make sure you are using a start-up disk that contains the Convert file. If you removed the Convert file to leave more room for document storage, copy it back to the start-up disk, or use a copy of the start-up disk that contains the Convert file.

When the start-up disk does not contain the Convert file, Convert is dimmed on the Apple menu.

In step 2, the first sentence after the step should read:

Jazz lists the names of any Text Only documents and any documents you received using XModem protocol.

In step 4, add this sentence:

If you selected a file that Jazz cannot convert, a message informs you of this.

Converting 1-2-3 and Symphony files (page 23)

Jazz calculates numbers to more decimal places than 1-2-3 or Symphony. When you convert 1-2-3 or Symphony files to Jazz worksheets, therefore, the results of formulas may be slightly different. If the display format of the number in the Jazz worksheet only shows a few decimal places, the number will probably appear the same as in your original file. Internally, however, Jazz stores the number with greater precision.

If the original file contains a formula that tests a value in a formula for equality with a constant, such as in an IF function, the value Jazz calculates may not equal the constant. To avoid this problem, reenter the constant in the Jazz worksheet, or use the ROUND function to round off both the constant and the value in the formula to a fixed number of decimal places.

Apple menu

Convert... (page 26)

At the end of the page, add this paragraph:

If Convert... is dimmed on the menu, you are using a start-up disk from which you have removed the Convert file. Use a start-up disk that contains the Convert file, or copy the Convert file onto your current start-up disk.

Chapter 2: Worksheet

Erasing Entries

Erasing entries referred to by formulas (page 46)

The paragraph should read:

When you *cut or* clear *a column or row* that a formula refers to, the formula becomes invalid. All formulas that depend on the invalid formula also become invalid. Similarly, when you *cut the upper left or lower right* corner cell of a range that a formula refers to, the formula becomes invalid.

Changing the Format of Numbers (page 63)

Add these sentences after step 1:

If you change the format of a group of cells in a single column or row, be sure to select only those cells. Do not select the entire column or row, as this uses up most of the available memory.

Preventing Data from Being Changed (page 67)

The sentence after step 1 should read:

To protect the *active area* of the worksheet, choose Select All from the Edit menu.

Naming a Range (page 69)

In step 3, note that a range name must contain at least one letter — it cannot include only numbers. A range name also cannot be the same as the name of a function that does not require an argument. You cannot name a range NOW, PI, RAND, ERR, or NA. In addition, you cannot use a cell address, such as Q1, as a range name.

Calculating With Dates and Times

Formatting a cell with a Date or Time format (page 72)

The first two sentences in this paragraph should read:

When you enter a formula that results in a date or time, format the cell with a Date or Time format. If you do not, a serial number (instead of a date or time) appears in the cell.

Edit menu

Parse Settings (page 88)

Note that if Jazz finds a character that you've defined as both a column separator and a line separator, Jazz treats it as a *line* separator, and not as a column separator. (This applies to parse settings you choose in the Database and Communications applications, as well as in the Worksheet application.)

Chapter 3: Graphics

Drawing Arrows and Lines

Deleting an arrow or line (page 121)

To delete an arrow or line, first click the arrow or line and then choose Clear from the Edit menu. Do not click the arrow or line *well*.

Adjusting the Size of a Graph for Printing (page 125)

The first paragraph after step 6 should read:

Fit to Window makes the graph fit the size of the window. When you print the graph, *Jazz prints it in this size.*

Style menu

Size... (page 138)

The first bulleted paragraph should read:

Fit to Window: Causes the entire graph to appear within its window. If you print the graph, *Jazz prints it in this size.*

Chapter 4: Word Processing

Freezing a HotView (page 162)

When you freeze a HotView, Jazz freezes its appearance in the word processing document exactly as it appears in the original document. Worksheet and database entries will *not* conform to the tab settings on the word processing ruler. Also, you *cannot* edit a frozen HotView in a word processing document. You *can* move it from side to side, change its size, and cut, copy, paste, or clear it.

Creating and Printing Form Letters

Using database values (page 165)

In step 7, you must highlight the record numbers of the field values you want to use. You cannot select all the field values in a field by clicking the field name, because this does not highlight the record numbers. You can drag across all the field values or record numbers, or choose Select All from the Edit menu.

Style menu (page 176)

Choosing Underline from the Style menu underlines text, but does not underline blank spaces between words. To underline a space while you are entering new text, hold down the Option key and type the space. To underline a space in text you entered previously, select the space by dragging across it, and then hold down the Option key and type a space.

Chapter 5: Database

Creating Fields (page 182)

In step 2, note that you can begin a field name with a number. However, the name cannot only contain numbers—it must contain at least one letter.

Defining a Query

Using operators and wildcards (page 203)

In the fourth paragraph in the section, note that an asterisk (*) does not have to appear at the end of an entry. It matches any number of characters anywhere in the entry.

Setting Up a Report Definition

Beginning the definition (page 210)

In the first paragraph on the page, note that a cell's format affects how a value appears in the final report *and* in the report definition cell. If you enter a formula in a report definition cell, the format does not affect the formula, but it does affect the way the result of the formula appears in the final report.

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